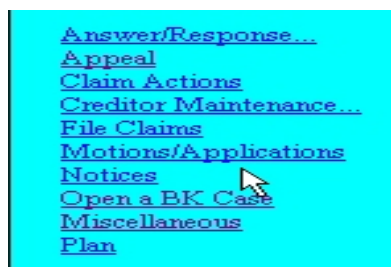
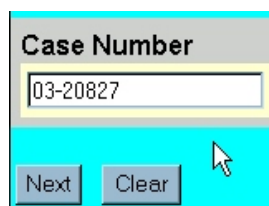


Motion to Set Hearing

STEP 1 Click on the **Bankruptcy or Adversary** hyperlink, whichever is appropriate, on the **Main Menu** then click on **Motions / Applications**.

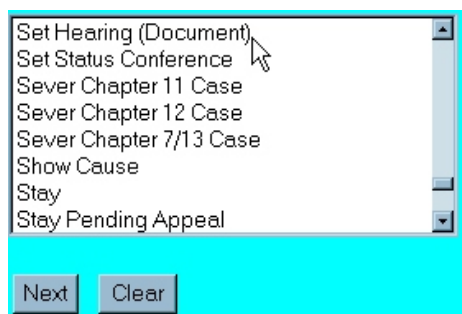


STEP 2 The **Case Number** entry screen displays.



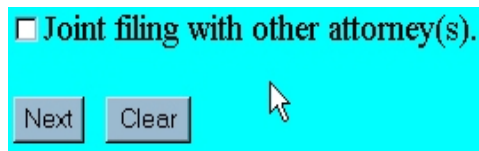
- ◆ **Case Number** - enter a case number in YY-NNNNN format
- ◆ Click on the Next button.

STEP 3 The **select the type of motion/application** screen displays.



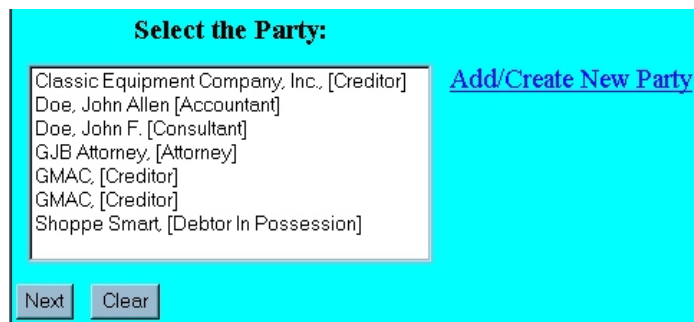
- ◆ Scroll through the options and highlight **Set Hearing**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt displays.



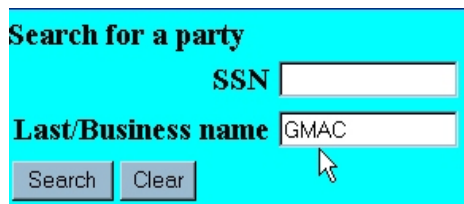
- ◆ Click in the **Joint filing with other attorney(s)** box if this is a joint motion to add any additional attorneys.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party** screen displays.



- ◆ If the name of the party appears, click on the name, click on the **Next** button and go to **Step 10**.
- ◆ If name does not appear, click on **Add/Create New Party**.

STEP 6 The **Search for a party** screen displays.



- ◆ **Last/Business name.** Enter at least one character of party's last name or business name, using upper or lower case characters (is not case-sensitive). Do not search by using the *SSN* (Social Security Number), *Tax Id* number.
- ◆ Click on the **Search** button.

STEP 7 The **Party search results** screen displays.

- ◆ If the party's name appears, click on it so that it becomes highlighted, verify address from pop-up screen that appears, then click on the **Select name from list** button.
- ◆ If party's name is not found, click **Create new party** button and go to **Step 9**.

STEP 8 The **Party Information** screen displays.

- ◆ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ◆ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ◆ **Party Text** - add additional information such as '*A West Virginia Corporation*' in the box provided.
- ◆ Click on **Submit**; proceed to **Step 10**.

STEP 9 If you selected **Create New Party** from the **Select the Party** screen, a new **Party Information** screen displays.

Party Information

Last name: GMAC First name: []

Middle name: [] Generation: [] Title: []

SSN: 222-11-1234 Tax ID: []

Office: [] Address 1: []

Address 2: [] Address 3: []

City: [] State: [] Zip: []

County: [] Country: []

Phone: [] Fax: []

E-mail: []

ProSe: no Role: Creditor (cr:cr)

Party text: []

Submit Cancel Clear

- ◆ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the **[Tab]** key to advance to the **First name** field and enter first name.
- ◆ **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- ◆ Click on the **Submit** button.

STEP 10 The **Select the Party:** screen displays.

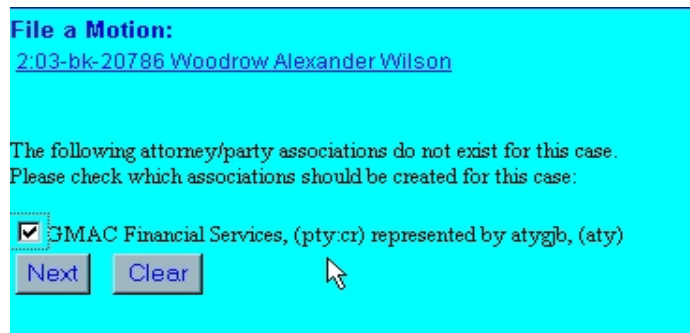
Select the Party:

Classic Equipment Company, Inc., [Creditor]
 Doe, John Allen [Accountant]
 Doe, John F. [Consultant]
 GJB Attorney, [Attorney]
 GMAC, [Creditor]
 GMAC, [Creditor]
 Shoppe Smart, [Debtor In Possession]

Next Clear

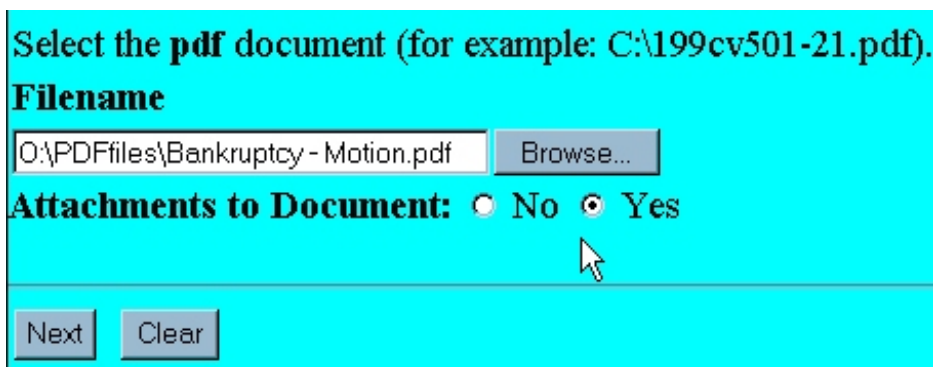
- ◆ Click on the filing party.
- ◆ Click on the **Next** button to continue.

- STEP 11** If the **Association** box displays and you are filing on behalf of a creditor and have not made a previous appearance, check the box to associate you as the attorney for the party selected/added.



- ◆ Click on the **Next** button.

- STEP 12** The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach the **Proposed Order** and other documents, (e.g. an exhibit, appendix):
 - ▶ Click on the 'Yes' radio button
 - ▶ Click on the **Next** button.

STEP 13 The **Select one or more attachments:** screen displays.

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

O:\PDFfiles\Bankruptcy - Proposed Or

2) Select a document type and/or enter a description.

Type	Description
<input type="text" value="Proposed Order"/>	<input type="text" value="Granting Motion to Set Hearing"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.

STEP 14 The **Certificate of Service?** screen displays.

With Certificate of Service? y or n:

- ◆ Type a lowercase '**y**' if your motion contains a Certificate of Service or a lowercase '**n**' if you are not filing a Certificate of Service.
- ◆ Click on the **Next** button

STEP 15 The **Select Appropriate Event** screen displays.



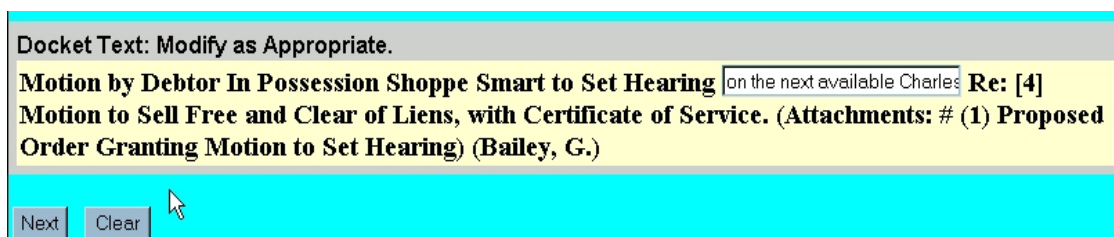
File a Motion:
[2:03-bk-20827 Shoppe Smart](#)

Select the appropriate event(s) to which your event relates:

- ☐ 07/31/2003 [2](#) Motion by Debtor In Possession Shoppe Smart to Assume Lease on 2003 Chrysler Sebring with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Assume Lease) (Attorney, Filing)
- ☐ 07/31/2003 [3](#) Application by Attorney Filing Attorney for Compensation for John Allen Doe, Accountant, Period: 7/25/2003 to 7/30/2003, Fee: \$500.00, Expenses: \$25.00. with Certificate of Service. (Attachments: # (1) Proposed Order Granting Application for Compensation of Accountant) (Attorney, Filing)
- ☒ 08/01/2003 [4](#) Motion by Debtor In Possession Shoppe Smart to Sell excess office equipment Free and Clear of Liens to Market Makers, Inc., with Notice of Motion and with Certificate of Service. Objections Due: 8/21/2003. (Attachments: # (1) Proposed Order Granting Motion to Sell Free and Clear of Liens) (Attorney, GJB)

- ◆ Click on the **radio** button next to the appropriate event to create the linkage between the two documents.
- ◆ Click on the **Next** button.

STEP 16 A **Docket Text: Modify as Appropriate** screen displays.



Docket Text: Modify as Appropriate.

Motion by Debtor In Possession Shoppe Smart to Set Hearing on the next available Charles Re: [4]
Motion to Sell Free and Clear of Liens, with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Set Hearing) (Bailey, G.)

Next Clear

- ◆ Add additional text in the box provided if appropriate.
- ◆ Click on the **Next** button.

STEP 17 The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.

Docket Text: Final Text

Motion by Debtor In Possession Shoppe Smart to Set Hearing *on the next available Charleston Docket* Re: [4] Motion to Sell Free and Clear of Liens, with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Set Hearing) (Bailey, G.)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries.
- ◆ Click on the **Next** button.

STEP 18 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from Bailey, G. J. entered on 3/10/2004 at 2:54 PM EST and filed on 3/10/2004

Case Name: Shoppe Smart

Case Number: [2:03-bk-20827](#)

Document Number: [22](#)

Docket Text:
Motion by Debtor In Possession Shoppe Smart to Set Hearing *on the next available Charleston Docket* Re: [4] Motion to Sell Free and Clear of Liens, with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Set Hearing) (Bailey, G.)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:O:\PDFfiles\Bankruptcy - Motion.pdf
Electronic document Stamp:
[STAMP bkccfStamp_ID=1019576470 [Date=3/10/2004] [FileNumber=12359-0]
[77ba1427958e321059c77d4f461105f2db39fbd5298e7c38d922bcd1f7f9b2101a4a990f9b8a6fd60ff65a9a63f5ecf4f90ac7c81ffc6550512341d75b7b8d5]]

Document description:Proposed Order Granting Motion to Set Hearing
Original filename:O:\PDFfiles\Bankruptcy - Proposed Order.pdf
Electronic document Stamp:
[STAMP bkccfStamp_ID=1019576470 [Date=3/10/2004] [FileNumber=12359-1]
[467993d351f5f8b955ea2d863a9a903c365adf19868da21f5bb7cabf54de0a396574937e1051f5578613052cb040525723e79d83834ff2d02004c231d0fcf98]]

2:03-bk-20827 Notice will be electronically mailed to: